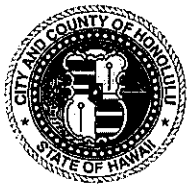


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PURCHASING DIV
BUDGET & FISCAL SVCS
C2C @ HONOLULU



DEPARTMENT OF BUDGET AND FISCAL SERVICES NOTICE OF AND REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS

TO: Chief Procurement Officer
FROM: Department of Human Resources/Employment & Personnel Services
Department/Division/Agency

Pursuant to HRS §103D-102(b)(4) and HAR Chapter 3-120, the Department requests a procurement exemption to purchase the following:

1. Description of goods, services or construction:
Requesting exemption for purchase of examination materials.

2. Name of Vendor: TBD Address:	3. Amount of Request: \$24,500
4. Term of Contract: From: Approval Date To: 6/30/16	5. Prior Exemption Ref. No. 516

6. Explain in detail, why it is not practicable or not advantageous for the department to procure by competitive means:
We review examination products from different vendors. Vendors have different stock tests with various testing formats. Each vendor has unique test items and oftentimes specializes in a particular area. We also review test validation and statistical reports. Based on our job analysis of the position tested for, we then determine which product meets our testing needs.

7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:
Because of the confidential nature of examinations, it is not practical to issue public notices. We take utmost care in protecting the integrity of test materials. Vendors are contacted individually and, in most cases, we enter into test security agreements to review copies of test materials. These test materials are copyrighted publications.

Test materials are reviewed by the Examination Specialist who recommends the best vendor for the particular examination we are testing for. Selection is reviewed and approved by the Branch Chief.

8. Identify the primary staff person(s) responsible for this procurement.			
Name	Agency/Division	Phone Number	Email Address
Carolee Kubo	Human Resources Administration	768-8500	ckubo1@honolulu.gov
Vera Onouye	Employment & Personnel Services	768-8520	vonouye@honolulu.gov

